



POSITION DESCRIPTION

Position: **Manager**

Programs: **Social Prescribing**

Reports to: **Director of Operations**

Date Approved: **December 2022**

This position is part of an exciting new initiative in Alberta to improve the social determinants of health for seniors by providing health professionals with better access to community-based services related to social connection and supports for older adults. To this end, health professionals will provide older adults with a social prescription for supports, including assistance accessing daily living type supports like food resources, transportation, and physical activity (via a Link Worker), as well as resources that address more complex issues that require the support of a Social Worker. The Social Prescribing Manager is responsible for training, support, and supervision of the Link Workers, and undertaking the Social Work interventions required by more complex cases. As this is a new initiative, the role will also assist in the development of other aspects of the program, including program policies and procedures, program development, and evaluation.

The Social Prescribing program is undertaken as part of a collaborative, and this role will work closely with other partners in the initiative: Jewish family Services, Multi-Cultural Health Brokers, Drive Happiness, and Edmonton Seniors Coordinating Council.

At Sage, our vision is a community where all seniors are valued and have the opportunity to live according to their beliefs, abilities, and aspirations: we work to meet seniors where they are at, and support them through their journey as they see it. We employ an anti-racist and anti-oppressive approach across the organization, and work explicitly to combat ageism to support the holistic wellbeing and full engagement of seniors in our community. Holding the principles of inclusion, diversity, equity, and accessibility as foundational practices is essential in this role.

RESPONSIBILITIES:

Area of Responsibility	Tasks
Direct Client Service	<ul style="list-style-type: none">• Provide comprehensive needs assessments• Provide support to older adults with a variety of complex issues including Hoarding Disorder• Develops relevant case plans with participants• Use the Healthy Ageing Asset Index and Eco Map tools• Ensure documentation in participants files is relevant, nonjudgmental, factual, and current• Work with external systems to assist clients to meet their case plan objectives• Carry a caseload of program participants• Advocate on behalf of participants as necessary• Assist in development of assessment tools and processes as required
Program Development	<ul style="list-style-type: none">• Work with the Director of Operations to ensure programs adhere to Sage's philosophical beliefs and values• Work with Director of Operations to develop policies and procedures, and ensure that all practices are in compliance with Privacy legislation as they pertain to the program• Identify and analyze trends in program utilization• Work with the Link Workers and Director of Operations to identify gaps and implement changes as required• Ensure all month-end administrative tasks are complete and handed in to Manager of Finance and Director of Operations
Evaluation	<ul style="list-style-type: none">• Maintain program utilization statistics• Assist with program evaluation as required• Assist in development of reports as required
Personnel	<ul style="list-style-type: none">• Participate in the hiring of program staff as required• Support training and supervision of program staff• Ensure program staff data entry up to date• Conduct yearly performance and professional development reviews

Area of Responsibility	Tasks
	<ul style="list-style-type: none"> • Ensure staff adhere to Sage policies including privacy policies
Volunteer Supervision	<ul style="list-style-type: none"> • Provide on-going support and encouragement of program volunteers as required
Community Relations	<ul style="list-style-type: none"> • Serve on internal and external committees as required • Develop external collaborations and partnerships and maintain relationships with those already in place
Other Duties	<ul style="list-style-type: none"> • As required and/or assigned • Provide cover off for other Program Managers and/or Director of Operations as required

QUALIFICATIONS

- Social Work degree or diploma
- Registered Social Worker
- Minimum 3 years of social work experience
- Provide a Criminal Record Check, including a vulnerable persons check, that is free of criminal convictions
- A valid Class 5 driver’s license and a reliable vehicle
- Ability to obtain \$2 million auto liability insurance
- Have a clear understanding of inclusive, anti-oppressive practice
- Sage Employees must be fully vaccinated against Covid-19

SKILLS and EXPERIENCE

Experience working with older adults in a community setting
 Understanding of barriers facing older adults from diverse cultures
 Aware of the impact of Hoarding Disorder on older adults;
 Able to provide leadership to a team
 Knowledge of community resources and services related to older adults
 Excellent report writing and presentation skills
 Computer literate with familiarity in Microsoft 365
 Self-motivated and able to work as part of a team
 Excellent time management skills

HOURS OF WORK

8:30 a.m. to 4:30 p.m. with a 1 hour unpaid lunch break, unless otherwise advised or participating in the Compressed Work option.

COMPENSATION PACKAGE

The salary range for this position starts at \$47,754 per annum. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors. Sage Seniors Association provides a 5% matched defined Contribution Pension plan as well as Employer paid Health & Dental benefits. Sage Seniors Association offers an outstanding work life balance for Employees including sick leave accruals, 3 weeks of vacation to start as well as paid time off between Christmas and New Year's Day, a hybrid working environment as well as the option for a compressed work week.